

**American Mosquito Control Association
March 1, 2008**

AMCA Board Members in Attendance

Gene Payne, President
Major S. Dhillon, President-Elect
Doug Carlson, Vice-President
Allan Inman, Treasurer
Stephanie Whitman, Industry Director
William Reinert, North Atlantic
William Meredith, Mid-Atlantic
Roxanne Connelly, South Atlantic
Tom Wilmot, North Central
Dennis Walette, South Central
Gary Hatch, West Central
Jill Townzen, North Pacific
Steve Mulligan, South Pacific
Yasmin Rubio-Palis, Latin-America
Joseph Sanzone, Past President 2006
William R. Opp, Past President 2005

AMCA Staff

Sarah Gazi
Jennifer Collier

Others in Attendance

Joe Conlon
Jim Lunders
John Holick
Stanton Cope
Janet McAllister
Karl Malamud-Roam
Dave Brown
Fred Knapp
David Dame

CALL TO ORDER:

Mr. Payne, President, called the AMCA Board meeting to order at 8:00 AM on March 1, 2008.

SILENT REFLECTION:

A brief moment of silent reflection was called for by the president for loved ones and colleagues who have passed away during the past year, including Wilma Knapp, Clarke Hudson, and Cy Lesser.

APPOINTMENT OF PARLIAMENTARIAN:

President Payne appointed Mr. Carlson as parliamentarian.

APPROVAL OF THE AGENDA:

President Payne called for a motion to approve the agenda.

- **ACTION:** A motion was made by Major Dhillon to approve the agenda as presented. The motion was seconded by Doug Carlson and passed unanimously.

APPROVAL OF THE MINUTES:

President Payne presented the minutes from the October 23, 2007, board meeting.

- **ACTION:** A motion was made by Steve Mulligan to approve the minutes from the October 23, 2007, Board of Directors Meeting. The motion was seconded by Stephanie Whitman and passed unanimously.

APPROVAL OF THE STRATEGIC PLAN:

- **ACTION:** A motion was made by Stephanie Whitman to approve the 3-year strategic plan. The motion was seconded by Joseph Sanzone and passed unanimously.

HEADQUARTERS REPORT:

Ms. Gazi reported on the Association Headquarters staff activity and the 2007-2008 management hours.

- **ACTION:** A motion was made by Gary Hatch to approve the Headquarters report. The motion was seconded by Tom Wilmot and passed unanimously.

TECHNICAL ADVISOR REPORT:

Joe Conlon updated the Board on his activities as Technical Advisor. Updates included legislative activity, membership services, public relations, and publication contributions.

- **ACTION:** A motion was made by Tom Wilmot to approve the Technical Advisor report. The motion was seconded by Bill Reinert and passed unanimously.

EXECUTIVE COMMITTEE:

President Payne presented the updated conflict of interest policy to the AMCA Board.

- **ACTION:** A motion was made by Major Dhillon to approve the Conflict of Interest Policy. The motion was seconded by Roxanne Connelly and passed unanimously.

Allan Inman reviewed the Technical Advisor's contract.

Gary Hatch recommended amending the contract to coincide with July 1 – June 30 fiscal year.

- **ACTION:** A motion was made by Major Dhillon to execute the Technical Advisor's contract as amended by changing the listed fiscal year as July 1 – June 30. The motion was seconded by Steve Mulligan and passed unanimously.
- **ACTION:** A motion was made by Major Dhillon to change the Technical Advisor's contract to reflect "all records" to "all records to include electronic". MOTION WITHDRAWN.

NOMINATING COMMITTEE:

The Board reviewed the recent election. There are no recommendations at this time.

TREASURER'S REPORT:

Allan Inman stated that the 3-year contract starting July 2008 with Association Headquarters has been signed.

Mr. Inman reviewed the first draft of the 2008-2009 budget. The current draft included a total loss of \$42,270. Mr. Inman will present the Board with a more balance budget on March 6, 2008.

FINANCE COMMITTEE:

Allan Inman presented the Finance Committee report. There are no recommendations at this time.

- **ACTION:** A motion was made by Gary Hatch to approve the Finance Committee report. The motion was seconded by Tom Wilmot and passed unanimously.

MEMBERSHIP COMMITTEE:

Sarah Gazi presented the current membership figures.

A discussion was held regarding increasing the airmail fees for international members. The Membership Committee recommended increasing airmail fees by \$10.

- **ACTION:** A motion was made by Gary Hatch to defer the airmail fee structure to the Finance Committee. The motion was seconded by Allan Inman and passed unanimously.
- **ACTION:** A motion was made by Jill Townzen charge the Membership Committee with looking further into electronic only memberships. The motion was seconded by Gary Hatch and passed unanimously.

INDUSTRY COMMITTEE:

Stephanie Whitman presented the Industry Committee Report.

- **ACTION:** A motion was made by Steve Mulligan to approve the Industry Committee Report. The motion was seconded by Bill Reinert and passed unanimously.

AWARDS COMMITTEE:

Joe Sanzone presented the Awards Committee Report.

- **ACTION:** A motion was made by Tom Wilmot to charge the Awards Committee with spelling out the compensation and reimbursement policy for award recipients and to present it at the Interim Board of Directors Meeting. The motion was seconded by Gary Hatch and passed unanimously.

BYLAWS & POLICY COMMITTEE:

The Board reviewed the recommendations made by the Bylaws & Policy Committee.

- **ACTION:** A motion was made by Allan Inman to include the bylaws changes on the next ballot mailing to be sent after September 15, 2008. The motion was seconded by Doug Carlson and passed unanimously.

- **ACTION:** A motion was made by Steve Mulligan to charge the appropriate committees with reviewing specific sections of the Policy & Procedures Manual.
 - Technical Advisor – Review Technical Advisor Duties
 - Technical Advisor – Review Committee and Chair Functions
 - Awards Committee and relevant subcommittees – Review Awards (Sub)Committee Function(s) and review criteria/procedures for awards. Specifically, note what is included in each award (e.g, plaque, cash, registration at annual meeting, travel costs for annual meeting [maximum amount], banquet at annual meeting, requirement to work as volunteer at annual meeting [Grass Roots], etc.).
 - Legislative and Regulatory Committee – Review L/R committee and subcommittee structure and function to insure this complex committee is adequately described.
 - Executive Director: Review Appendix B – Guidelines for Elections
 - Secretary/Treasurer and Finance Committee: Review Appendix C – Financial Procedures
 - Publications Committee and relevant subcommittees: Review Appendix D – Guidelines for Publications
 - Executive Director and Annual Meeting Committee: Review Appendix E - Guidelines for Annual Meetings

The motion was seconded by Tom Wilmot and passed unanimously.

- **ACTION:** A motion was made by Major Dhillon to charge the Bylaws & Policy Committee with developing proposals for procedures to accomplish electronic voting by the AMCA membership, to be presented at the Interim Board of Directors Meeting. The motion was seconded by Roxanne Connelly and passed unanimously.

- **ACTION:** A motion was made by Steve Mulligan to charge the Bylaws & Policy Committee with developing proposals for holding Board teleconference meetings and votes, to be presented at the Interim Board of Directors Meeting. The motion was seconded by Gary Hatch and passed unanimously.

- **ACTION:** A motion was made by Bill Opp to approve the Bylaws & Policy Committee report with the exception of article 1.b.i., regarding the Treasurer, which states, "Increasing the term to 3 years means the experience obtained in the first year can be applied for two years before re-election. The maximum service of 6 years (two terms) is retained." The motion was seconded by Joe Sanzone and passed unanimously.

PUBLICATIONS COMMITTEE:

The Board reviewed the Publications Committee Report.

- **ACTION:** A motion was made by Roxanne Connelly to charge the Publications Committee with investigating how best to improve numbers of manuscript submissions and discuss and recommend approaches to providing means of electronic submission for all AMCA publications. The motion was seconded by Major Dhillon and passed unanimously.

Roxanne Connelly reviewed the current problems with receiving *JAMCA* page charges. Ms. Gazi indicated that a greater percentage of authors have been sending in their page charges since the reprint order form revisions. This situation will be monitored.

SCIENCE & TECHNOLOGY COMMITTEE:

- **ACTION:** A motion was made by Major Dhillon to charge the Science & Technology Committee with investigating web based training. The motion was seconded by Roxanne Connelly and passed unanimously.
- **ACTION:** A motion was made by Tom Wilmot to charge the Training & Member Education Committee with working with the Science & Technology Committee on investigating web based training. The motion was seconded by Bill Reinert and passed unanimously.

The meeting broke for lunch at 11:28 AM.

WASHINGTON DAY:

Allan Inman discussed the registration fees for Washington Day. The idea of waiving registration fees for Sustaining Members was discussed, as was the idea of waiving registration fees for all attendees.

- **ACTION:** A motion was made by Doug Carlson to waive the registration fee for all Washington Day attendees. The motion was seconded by Steve Mulligan and passed with 1 opposed.

PUBLIC RELATIONS COMMITTEE:

Joseph Conlon presented the Public Relations report. Mr. Conlon gave an update to Education Day 2008 and the "I'm One" Program. Central Life Sciences produced and funded this public service announcement about victims of West Nile virus. This video will be added to the AMCA website for download and CDs will be handed out at the Annual Meeting.

- **ACTION:** A motion was made by Major Dhillon to approve the Public Relations Committee report. The motion was seconded by Joe Sanzone and passed unanimously.

LEGISLATIVE & REGULATORY COMMITTEE:

Karl Malamud-Roam updated the board on legislative and regulatory activity.

Doug Carlson gave an update on PESP. AMCA has received an application from Michigan Mosquito Control Association to become a PESP partner under the auspices of AMCA.

- **ACTION:** A motion was made by Tom Wilmot to approve Michigan Mosquito Control Association as a PESP partner under the auspices of AMCA. The motion was seconded by Dennis Walette and passed unanimously.

ANNUAL MEETING COMMITTEE:

A discussion was held in regard to audio visual equipment and whether or not AMCA should continue to rent equipment or purchase our own. No decision was made.

Doug Carlson presented a proposal from ScholarOne to serve as AMCA's abstract processing company. The Board requested that a demo be setup to better educate the members of the board on their services.

OLD BUSINESS:

None

NEW BUSINESS:

Joe Conlon requested that the AMCA Board consider becoming a member of RISE.

- **ACTION:** A motion was made by Allan Inman for AMCA to become a member of RISE. The motion was seconded by Bill Opp and passed with 1 opposed.

David Dame expressed interest in posting the AMCA board books online for the membership to view. Dr. Dame also indicated that the minutes from 2001-2002 are not posted on the AMCA website.

ADJOURNMENT:

- **ACTION:** A motion was made by Gary Hatch to adjourn. The motion was seconded by Bill Meredith and passed unanimously.